



☐ New ☐ Change



PROFILE FORM

Traveler name: Last _____ First _____ MI _____

Phone numbers: Home _____ Business _____ Fax _____

Office address: _____

E-mail address: _____

Travel arranger name: Last _____ First _____ MI _____

Phone numbers: Business _____ Fax _____

E-mail address: _____

Seating preference: ☐ Window ☐ Aisle

Additional information: _____

Special meals: ☐ Low sodium ☐ Kosher ☐ Vegetarian ☐ Low fat ☐ Other _____

Frequent flyer information:

Airline	ID number	Name (exactly as appears on card)

Rental car preferences:

Car company	ID number	Preferred size

Form of payment: (Public Law 105-264 mandates that the individual Government charge card be used for all official travel expenses)

If you have a exemption from using the individual Government charge card, please provide personal credit card information.

Individual Government charge card number: _____ Expiration date _____

Hotel preferences: ☐ King ☐ Double ☐ Smoking ☐ Non-smoking

Guarantee hotel for late arrival? ☐ Yes ☐ No

Hotel chain	ID number

Special needs: (i.e., wheelchair or other assistance) _____

Additional information: _____

All data is kept strictly confidential and is only accessible by NavigantTravel counselors.